

# MontanaLawHelp.org Guide to Content Review

*Revised 22 October 2003 by Katherine Bladow\**

MontanaLawHelp.org provides general legal information to low- and moderate-income Montana residents. The Web site focuses on providing information about the following areas of law:

- Consumer
- Disability
- Employment
- Family
- Health
- Housing
- American Indian
- Public Benefits
- Seniors

A person responsible for one of these areas has asked you to review content. Thank you for agreeing to share your experience and knowledge.

Reviewing the content is an extremely important step in the MontanaLawHelp.org content management process. Please read the MontanaLawHelp.org Guide to Content Review before completing the Evaluation Report.

Content developed for or linked to MontanaLawHelp.org needs to be high-quality, useful legal information. The content must be appropriate for the intended audience. When you recommend posting content on MontanaLawHelp.org, the content should be accurate, complete, state specific, appropriate for posting online, readable, and accessible.

## **Accurate**

Content on MontanaLawHelp.org must be legally accurate. Any content that is inaccurate or misleading will not be posted on MontanaLawHelp.org.

## **Complete**

Content on MontanaLawHelp.org must be thorough and useful. The content should provide all of the necessary information; however, the content does not need to cover the topic exhaustively. Give the reader enough information so that they are well-informed and able to make steps toward solving their problems, but don't overwhelm them with unnecessary information.

## **State Specific**

MontanaLawHelp.org was developed to provide state specific information; therefore, all content on MontanaLawHelp.org should discuss the law as it pertains to Montana. Where appropriate, MontanaLawHelp.org may contain national content, such as immigration-related information.

## **Appropriate for Posting Online**

Studies have shown that people don't use online content in the same way that they use printed materials. When using online content, most people scan for important

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\* You can find the current version of this document at [www.MontanaProBono.net](http://www.MontanaProBono.net).

information; therefore, people must be able to easily scan content posted on or linked to MontanaLawHelp.org. Also content developed for MontanaLawHelp.org needs to have a revised date and contact information listed at the bottom.

If the answers to the following questions are “yes”, the content is appropriate for posting online.

- Does each paragraph contain only one idea?
- Do headings signal main ideas?
- Are instructions listed with numerals or bullets with one instruction per numeral or bullet?
- Does content developed for MontanaLawHelp.org have a revised date and contact information listed at the bottom?
- Does the content avoid using terms specific to printed material, such as chapter and previous page?

### **Readable**

The average American reads comfortably at a 5<sup>th</sup> grade level. It is important that the content posted on MontanaLawHelp.org can be read and understood by the average American, so all content must be written for a 5<sup>th</sup> grade reading level.

You should check the readability of the content using either the tools available in Microsoft Word and Corel WordPerfect. To use the tools available in Microsoft Word, visit Tools > Spelling and Grammar. To use the tools available in Corel WordPerfect, visit Tools > Grammatik > Options > Analysis > Readability.

You may also use the following method<sup>\*\*</sup> :

1. Select three sections of text that contain approximately one hundred words. One section should be from the beginning, one from the middle, and one from the end.

For each section of text:

2. Count the number of words.
3. Count the number of sentences.
4. Divide the number of words by the number of sentences. The result is the average length of a sentence.
5. Count the number of words that have three or more syllables. Do not include capitalized words, compound words, or verbs that become three syllables when conjugated.
6. Add the result of Step 4 to the result of Step 5.
7. Multiply the result of Step 6 by 0.4. The resulting number approximates the reading level for that section of text.

To approximate the reading level of the entire document:

8. Average the reading levels for all three sections.

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<sup>\*\*</sup> Source: Assessing the Readability of Printed Materials, Gunning Fox Index Worksheet, Summarized from The University of Michigan, School of Public Health, 4/95

If the answers to the following questions are “yes”, the content is readable.

- Is the calculated reading level less than 7?
- Is the content written in the second person?
- Are most sentences either simple or compound sentences?
- Do most words contain less than three syllables?
- Do most sentences contain ten or less words?
- Are the paragraphs short?
- Is the entire piece less than three typed pages?
- Are instructions listed vertically with one instruction per line?
- Are pronouns avoided where they could lead to confusion?
- Is the piece written using proper grammar rules?
- Are most legal terms defined in the content?
- Is the content well-written?

### **Accessible**

Everyone does not use a computer in the same manner. People with disabilities often need additional software and hardware in order to use the Internet. Online content needs to be designed to maximize the accessibility for people with disabilities.

If the answers to the following questions are “yes”, the content is accessible.

- Are tables used only where necessary?
- Does the content avoid using extra characters, such as dashes (-), parentheses, and brackets?
- Has a brief description of all images been included in the content?
- If the content is a Web page that MontanaLawHelp.org will link to, does it consist of more than a list of additional links?

### **Style Guidelines**

If there are concerns regarding the style of the content developed for MontanaLawHelp.org, please refer to the Microsoft Manual of Style for Technical Publications. This manual is available in electronic format for free from the Microsoft Web page (<http://www.microsoft.com>) or from the MontanaLawHelp.org Web Content Coordinator ([www.MontanaProBono.net](http://www.MontanaProBono.net)) or [montanalawhelp@mtlsa.org](mailto:montanalawhelp@mtlsa.org)).

Again thank you for agreeing to review content for MontanaLawHelp.org. Once you have completed the Evaluation Report, please return the Report and any additional comments to the person who asked you to review the content.



# MontanaLawHelp.org Content Evaluation Report

Title:

Reviewer:

Date of Review:

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Please read the MontanaLawHelp.org Guide to Content Review before reviewing any content.

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Is this document legally accurate?

☐

Yes

☐

No

Comments:

Is this document complete?

☐

Yes

☐

No

Comments:

Is this document state specific?

☐

Yes

☐

No

Comments:

Is this document appropriate for posting online?

☐

Yes

☐

No

Comments:

Is this document readable?

☐

Yes

☐

No

Comments:

Is this document accessible?

☐

Yes

☐

No

Comments:

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## Overall Rating

Should this content be posted on MontanaLawHelp.org? (Check one.)

☐

Yes, this content is ready to be posted.

☐

Yes, but the content needs minor revisions first.

Comments:

☐

Yes, but the content needs major revisions first.

Comments:

☐

No, this content is inappropriate.

Comments:

## Which subtopics does this document belong under?

### Consumer

- Bankruptcy
- Cars
- Consumer Privacy and Identity Theft
- Contract and Warranty Problems
- Credit and Credit Reports
- Debt Collection, Garnishment, and Repossession
- Fraud and Complaints
- Home Loans
- Loans, Student Loans and Installment Purchases
- Money Management
- Public Utilities
- Taxes

### Disability

- Assistive Technology
- Disability Benefits
- Disability Rights
- Disabled Veterans
- Education and Employment
- Mental Health Issues
- Wills and Estates

### Employment

- Discrimination and Sexual Harassment
- Employee Rights
- Migrant Workers
- Training
- Unemployment Insurance
- Workers' Compensation

### Families and Kids

- Adoption
- Child Abuse, Neglect and Foster Care
- Child Support
- Custody, Visitation, and Parenting Plans
- Divorce
- Domestic Violence
- Family Health and Wellness
- Grandparents' Rights
- Guardianship
- Marriage
- Paternity
- Wills and Estates

### Health

- Control over Health Care Decisions
- Disability Benefits
- Elder Abuse
- Family Health and Wellness
- Insurance
- Medicaid
- Medicare
- Mental Health Issues
- Nursing Homes and Elder Care
- Prescription Drugs

### Housing

- Buying a Home
- Discrimination
- Home Loans
- Landlord and Tenant Issues
- Mobile Homes and Manufactured Homes
- Public and Subsidized Housing
- Veterans' Housing and Benefits

### American Indian Issues

- Health Care
- Hunting and Fishing Rights
- Indian Child Welfare Act
- Jurisdiction
- Other American Indian Issues
- Sovereignty
- Treaties
- Tribal Government

### Public Benefits

- Disability Benefits
- Energy Assistance
- Food Stamps and Food Programs
- Medicaid
- Medicare
- Public and Subsidized Housing
- Veterans' Benefits
- Welfare and Cash Assistance

### Seniors

- Disability Benefits
- Disability Rights
- Elder Abuse
- Guardianship
- Medicare
- Nursing Homes and Elder Care
- Prescription Drugs
- Taxes and Financial Planning
- Wills and Estates